

SECTION 11.55 GRIEVANCE RESOLUTION IMPROVEMENT PROCESS (GRIP)

Last Update: 6/11

The GRIP Panel and Docket

The Grievance Resolution Improvement Process (GRIP) is a process where unresolved disciplinary grievances are scheduled to be heard and answered by a GRIP panel. GRIP includes all state agencies, and Community Based Corrections and the Board of Regents institutions. GRIP is limited to disciplinary grievances filed under the AFSCME collective bargaining agreement. No more than twenty (20) cases will be scheduled to be heard at GRIP per month. Cedar Rapids GRIP meetings are scheduled for the second Thursday and Friday of each month. Des Moines GRIP meetings are scheduled for the last Thursday and Friday of each month.

The GRIP panel consists of two (2) members selected by DAS-HRE and two (2) members selected by AFSCME. A representative from DAS-HRE is the management co-chair. For Community Based Corrections (CBC) grievances, one management panel member will be a management representative for a District other than the district in which the grievance was filed. For Board of Regents (BOR) grievances, one management panel member will be from the BOR office staff.

Each side will alternatively fill the position of panel chair for the monthly meetings. The chair is designated as the main spokesperson for GRIP during that session. The chair is responsible for conducting the GRIP hearing, reviewing the basic rules of procedure with the presenters and observers, and reading the final decision of the panel. The co-chair is responsible for assisting the chair with the GRIP panel.

The union creates a docket of all disciplinary grievances unresolved at Step 2 of the grievance process. To be heard at GRIP, the AFSCME Iowa Council 61 President (the docket keeper) must place the grievance on the GRIP docket within 30 calendar days from receipt of the second step answer. The docket is updated monthly and submitted to the Chief Operating Officer (COO) of DAS-HRE.

The docket keeper set the schedule for each GRIP meeting. The DAS-HRE COO notifies departments of the scheduled grievances. No additional cases will be added to the schedule, unless mutually agreed to by the union and management co-chairs.

If the parties settle a case on the docket before the GRIP hearing date, each party shall inform the applicable co-chair of the settlement prior to the hearing date.

If either the management or union presenter fails to appear at the scheduled time and has not obtained an authorized postponement, the case will be placed at the end of that day's GRIP docket. Postponement of a case will be permitted only once for each party and by mutual agreement. All postponements must be approved by the DAS-HRE COO or co-chair, and the Union President or designee. Management presenters should immediately contact the DAS-HRE COO or co-chair if there is a reason to postpone.

If either presenter fails to appear at the scheduled time and has not obtained an authorized postponement, the case will be placed at the end of that day's docket. The case will be called after all other cases have been heard. If one party fails to appear when the case is called at the end of the day, the panel will render a decision in favor of the appearing party.

Panel Decisions

The panel has the authority to render one of the following final and binding decisions on grievances brought to the panel:

- **Denied**-management's action is upheld

- **Sustained**-the relief sought by the union is upheld
- **Resolved**-the panel reaches a settlement, typically non-precedent setting
- **Deadlocked**-the panel cannot resolve the grievance

Presentations

Management presents first. Each party has twenty (20) minutes for its case-in-chief (thirty (30) minutes for terminations). Each party has five (5) minutes for rebuttal (ten (10) minutes for terminations).

One presenter for each party must be designated as the primary presenter. A co-presenter may assist in the presentation of the case-in-chief, but not in the rebuttal.

During the GRIP meeting, panel members and the presenters and co-presenters are allowed to sit in the immediate area where the case is being presented. Observers are not allowed to participate in the presentation, the discussion or the questioning.

The issue as stated in the Step 2 shall constitute the sole and entire subject matter to be heard by the GRIP panel, unless the parties mutually agree to modify the scope of the grievance.

Any additional information not presented at Step 2 should be provided to the other party at least seven (7) days prior to the GRIP meeting. If the parties mutually agree to allow for evidence or witness statements not presented at Step 2 or seven (7) days prior to the GRIP meeting, that material may be submitted up to 48 hours before the GRIP meeting. The information must be of such significance to potentially alter a reasonable decision on the grievance. If an argument can be made that the statements or evidence were available seven (7) days prior to the meeting, then late evidence or statements will not be allowed.

If either party contends information was not presented prior to GRIP, a decision will be made as to whether the additional information will be allowed. If the additional information is not allowed; the panel will not consider it in determining the outcome of the grievance.